



# 12 Ways to Earn Continuing Education Credits

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# 12 WAYS TO EARN CONTINUING EDUCATION CREDITS FROM IEMA

**W**ith 12 options for earning continuing education (CE) credits, opportunities abound!  
Some are even free!

Vendor and approved CE course information is available on the Illinois Emergency Management Agency (IEMA), Web site at [www.state.il.us/iema](http://www.state.il.us/iema) or by calling the Radon Program at 1-800-325-1245 or (217) 782-1325 for the latest listings.

Licensing individuals shall receive continuing education credits for an approved course only once during a five year interval. All CE credits must be completed prior to submittal of your license renewal application. Documentation of your successful completion of IEMA approved CE activities is part of the renewal application and in accordance with Section 422.80) of the 32 Illinois Administrative Code 422. Failure to include IEMA approved CE credits in your renewal application may result in denial of your license renewal.



**IEMA shall not grant requests for renewal extensions to complete continuing education**

## 1

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### **Video-based, CD, and audiocassette courses**

**V**ideo-based, CD, and audiocassette courses may be available for CE credit. CD or audiocassette courses are listed among the Approved Continuing Education Courses on the IEMA Website. Contact the vendor directly to obtain video, CD, or audiocassette course materials.

**Provide to IEMA:** Certificate of Course Completion

**Award Summary:** CE awarded is outlined on the IEMA website: [www.state.il.us/idns](http://www.state.il.us/idns).  
CE varies per course.



## 2

### Internet-based courses

Internet based courses may be available for CE credit. Internet courses are listed among the Approved Continuing Education courses on the IEMA website: [www.state.il.us/idns](http://www.state.il.us/idns). Contact the vendor directly to learn more about Internet course requirements.

**Provide to IEMA:** Certificate of Course Completion

**Award Summary** CE awarded is outlined on the IEMA website: [www.state.il.us/idns](http://www.state.il.us/idns). CE varies per course.



## 3

### College and university courses



Turn college and university courses into CE. These courses may be in any discipline you choose: Accounting through Zoology. However you must relate the course material to your radon business. Also, you must attain a grade of “B” or better in the course.

**Provide to IEMA:**

1. Course name
2. Course identification number (assigned by the college or university)
3. Meeting dates
4. Instructor name and telephone numbers
5. Credit hours
6. Course description and relation of course material to your radon business
7. Copy of official transcript showing course grade.

**Award summary:** CE is calculated as follows: Grades in the course x credit hours.

**Example:** For instance, a three-credit hour course in which you attain a grade of “A” therefore Grade A (2) x credit hours (3) = 6 CE credits.

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## 4

### Professional training courses for topics not specific to radon

**R**elate professional short-courses to your radon business and gain CE.

#### Provide to IEMA

1. A copy of the short-course brochure or copy of course materials and a written description of the relationship of the course material to your radon business
2. Meeting dates
3. Instructor name and telephone number or vendor contact and telephone number
4. Copy of Certificate of Course Completion or vendor-provided verification of attendance

**Award summary:** CE for these short courses is awarded as 1 CE per 2 hours of contact time.

**Example:** For instance a one-day course (eight hours of contact time) may yield 4-CE Credits.



## 5

### Pre-approved courses

**I**EEMA has approved several courses for CE credits. These are listed among the Approved Continuing Education Courses on the IEMA Web site. Please contact vendors directly to express your interest in a course and to learn about course presentation dates.

**Provide to IEMA:** Certificate of Course Completion.

**Award Summary:** CE awarded is outlined on the IEMA website: [www.state.il.us/idns](http://www.state.il.us/idns). CE varies per course.





# 6

## Courses that have not been pre-approved

Individuals must submit materials for courses that were not pre-approved to IEMA at least 180 days (six-months) prior to renewal – see the 32 Ill. Adm. Code 422 for details of submittal.

**Caution:** Attendance for CE at these courses is at the licensee's risk. Such courses may not be approved for CE. CE awarded is determined by IEMA.

### Provide to IEMA

1. A copy of all materials received in the course
2. Certificate of Course Completion
3. Contact information for course vendor

**Award summary:** CE awarded is determined by IEMA based on course submittals.



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## Article reviews

IEMA now grants CE for self-study learning experiences for preparation of an acceptable review of a radon, or radon-related, scientific article. Articles must be sent to IEMA and approved prior to review.

### Article Review Process:

1. Obtain a copy of the article from your local library and submit to IEMA for approval.
2. Once approved, read the article and summarize in one page or less the major topics or points covered in the article. Assess in one page or less whether the author(s) successfully achieved the objective. Assess whether, or not, you think the author(s) conclusion is supported and why. Conclude with a summary that states your personal perception of the value of the work described.

**Provide to IEMA:** One page summary of the article as outlined above.

**Award Summary:** CE is awarded on a case-by-case basis.



## 8

### Repeat Qualification Course in your license discipline.

You may repeat an Illinois-specific qualification course in your license discipline once every 5 years for continuing education credit. This means that new licensees can repeat their initial qualification course for CE.

**Provide to IEMA:** Certificate of Course Completion.

**Award summary:** CE awarded is outlined on the IEMA website: [www.state.il.us/idns](http://www.state.il.us/idns).  
CE varies per course.

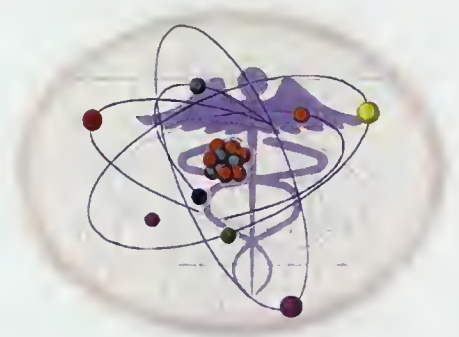
## 9

### Cross-train in a complementary license qualification course.

You may cross-train in a complementary license qualification course once every 5 years for continuing education credit. For instance, if you are licensed as a Measurement Professional you may enroll in a mitigation qualification course for CE credit.

**Provide to IEMA:** Certificate of Course Completion.

**Award summary:** CE awarded is outlined on the IEMA website: [www.state.il.us/idns](http://www.state.il.us/idns).  
CE varies per course.



## 10

### Course Creation

Creating and providing a radon-related course then submitting it for approval by the Agency is another way to gain continuing education approval.

**Note: a licensee may only gain credit for creating and providing a course once every five years.**

**Provide to IEMA:** See below items outlined per 32 Ill. Adm. Code 422.

- 1) A completed application on a form prescribed by the Agency that shall include, but not be limited to, the following information:
  - A) Name, business address, telephone number, fax number and e-mail address of the person providing the training;
  - B) Type of course and title; and
  - C) Total hours of supervised instruction within the course;



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- 2) Copies of the syllabus and all training materials to be used in the training course;
  - 3) Pertinent biographical information or credentials of all individuals instructing the training course participants;
  - 4) Criteria upon which successful completion of the course by participants will be judged, such as the test and the correct answers; and
  - 5) A sample of a course completion certificate.

**Award Summary:** One hour of CE will be given for every hour of course material presented.

## 11

### Publishing

Writing and publishing a Scientific Paper that is published in a scientific journal then submitting the article for approval by the Agency is another way to gain continuing education approval. CE will be awarded on a case-by-case basis.

**Provide to IEMA:** A copy of the published article.

**Award Summary:** CE is awarded on a case-by-case basis.

## 12

### Performance Audit

Performing the required annual audit for another radon professional licensee that is independent of your radon business is another way to gain continuing education approval.

**Provide to IEMA:** Completed copy of the written audit findings and include any corrective actions or recommendations. The audit must include:

1. Comprehensive review of all aspects of the professional's Quality-Assurance Program.
2. Monitoring of actual work performed, I.E. installation of a mitigation system or placement of a measurement device.

**Award Summary:** IEMA will provide 6 CE credits for audit documentation.

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For more information call  
**Illinois Emergency Management Agency-**  
**Division of Nuclear Safety**  
**(217) 782-1325**

or

**RADON INFORMATION LINE**

**1(800)325-1245**

**TDD: (217)782-6023**

**[www.state.il.us/idns](http://www.state.il.us/idns)**

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